

8/4/2010

SHPO Form for New Homes Preliminary Submittal

Page 1 -

Rater fills out Property Information

Rater fills out Applicant Contact Information

Step 1-

Rater fills out Block “A” (“A” will always be No for a new home)

Rater fills out Block “B”

Result 1

If “A” & “B” are BOTH NO, have the property owner fill out the bottom of Page 1 and the rater submits Page 1 only with the Preliminary...no other action necessary

Result 2

If “B” is YES GOTO Step 2...

Step 2 -

The property owner must provide a certification of approval for all the work to be done from their local SHPO Office to their energy rater. If this step is necessary by the property owner, make sure that the property owner is aware that DNR/SHAW will not reserve funds or process their rating until the certification of approval is provided to DNR/SHAW by the home energy rater. It is the property owners responsibility to obtain this information from their local SHPO Office and pass it on to their energy rater who will in turn pass it on to DNR/SHAW. If the property owner has already received approval certification prior to the beginning of construction. The property owner simply provides it to the energy rater for submittal with the preliminary.

**EXAMPLE SHPO Form
for New Home Preliminary
Ratings**

EXAMPLE 1

New Homes

If the Home is...

**Not being built in a Federal
Historic Register District**

CO # **CO#654321**

Property Information

Property Location

Zip **70001**
City **Metairie**
State **Louisiana**
Street Address **123 Example Street**
Parish **Orleans**

Applicant Contact Information

Applicant Name **Joe Smith**
Appl email **joe_rater@haha.find**
Applicant ID **987-65-4321**
phone **504-111-1111**

Mailing address same as above

Zip
City
State
Street Address
Parish

Same

Step 1: Qualifying Questions

A Year property constructed (yyyy) **2010**
Approx property age (years) **New**
Is property more than 50 years old? ☐ Yes ☒ No

B Is property located in a Federal Historic Register District ☐ Yes ☒ No

If the answer to *both* A & B is "No", further review is not required. Skip to step 4: Certification.

Step 2: Review proposed work

If the answer to *either* A or B above is "Yes", you must review the exempt work list to confirm that all the proposed work scope is exempt from SHPO review. After reviewing your work scope against the exempt work list, answer the following:

C Is *all* the work proposed for the project included on the exempt work list? ☐ Yes ☐ No

If the answer to C is "Yes", no further review is required. Skip to step 4: Certification.

Step 3: SHPO Review

If the answer to C is "No", your project must be reviewed by SHPO. Fill out the SHPO Cover letter and submit to your local SHPO Office for review.

Step 4: Certification

By signing this form you certify the the above statements are true and accurate.

If the answer to BOTH of these questions is NO... have the property owner fill out the bottom and send this Page 1 in with preliminary... no further action necessary

Joe Smith

Participant Full Name

Joe Smith

Participant Signature

1/25/10

Date

EXAMPLE 2

New Homes

If the Home is...

**Being built in a Federal
Historic Register District**

CO # **CO#654321**

Property Information

Property Location

Zip **70001**
City **Metairie**
State **Louisiana**
Street Address **123 Example Street**
Parish **Orleans**

Applicant Contact Information

Applicant Name **Joe Smith**
Appl email **joe_rater@haha.find**
Applicant ID **987-65-4321**
phone **504-111-1111**

Mailing address same as above

Zip
City
State
Street Address
Parish

Same

Step 1: Qualifying Questions

A Year property constructed (yyyy) **2010**
Approx property age (years) **New**
Is property more than 50 years old? ☐ Yes ☒ No

B Is property is located in a Federal Historic Register District ☒ Yes ☐ No

If the answer to *both* A & B is "No", further review is not required. Skip to step 4: Certification.

Step 2: Review proposed work

If the answer to *either* A or B above is "Yes", you must review the exempt work list to confirm that all the proposed work scope is exempt from SHPO review. After reviewing your work scope against the exempt work list, answer the following:

C Is all the work proposed for the project included on the exempt work list? ☐ Yes ☒ No

If the answer to C is "Yes", no further review is required. Skip to step 4: Certification.

If the answer to Block "B" is YES... the answer to Block "C" will be NO and the property owner must provide the energy rater with the Certification of Approval from their local SHPO Office before the energy rater can submit it with Page 1 of the SHPO Form. If prior approval certification has not been received the rater will submit Page 1 of this form with no signature or date.

Step 3: SHPO Review

If the answer to C is "No", your project must be reviewed by SHPO. Fill out the SHPO Cover letter and submit to your local SHPO Office for review.

Step 4: Certification

By signing this form you certify the the above statements are true and accurate.

If the answer to Block "B" is YES... And the property owner has already received approval from their local SHPO Office...Have the property owner fill out the bottom section of Page 1... and provide the energy rater with the Certification of Approval so that the energy rater can submit it with Page 1 of the SHPO Form with the preliminary...no further action is necessary

If the property owner does not provide their certification of approval from their local SHPO Office with the preliminary, the energy rater will let the property owner know that their property will not be activated into the system until it is received

Joe Smith

Participant Full Name

Joe Smith

Participant Signature

1/25/10

Date